

Business Waste Prevention and Recycling On-Site Survey Form

Name of Business: _____ Contact: _____

1. Ask to speak to someone in the business who deals with source reduction, recycling, and garbage.
2. Introductions and exchange business cards.
3. *The purpose of our visit today is to take a look at what waste you have prevented from entering the trash through your waste prevention and recycling efforts. Please have no fear—we are not here in an enforcement mode and you've done nothing wrong. As you may have heard, State law requires that all cities and counties reduce the amount of waste going to landfills by 50 percent by the year 2000. As a business within the city, you are helping that effort.*

Currently, the city is participating in a pilot study to develop a guide showing other cities how they can quantify the waste diversion activities to know if they are meeting the 50 percent goal or not. The study requires us to look at the top waste diverters in the city and to quantify their efforts. We are surveying 200 businesses in the city to capture a good picture.

We appreciate your time today. The information you provide will be very helpful to our study.

General Description:

4. *To help to understand your business, could you please give a general description of your business including any source reduction and recycling programs.*

Thank you for sharing an overview of your business. That was very useful so we can understand your business better. At this point we want to look at your waste stream and quantify your source reduction and recycling efforts so we can make calculations to determine the amount of materials that you are helping to keep out of the landfill.

5. *How many employees does your business have?* Full-time _____ Part-time _____
If part-time, are they seasonal? _____ Note: Try to determine the total full-time equivalent.

6. *What materials do you recycle?* _____
Are there any materials that are not collected by the franchise hauler?
If not, who collects them? _____ *What is collected?* _____
How much is collected? _____

(Recycling materials: pallets, OCC, stretch wrap, plastics, aluminum, glass, #10 cans, gallon jugs, 5-gallon buckets, 55-gallon drums, metal, grease traps, newspaper, white ledger, computer paper, junk mail, toner cartridges, food waste, wood waste, green waste. phone books.)

Now that we have identified the recycling business efforts, let's focus on source reduction or waste prevention.

Note: For source reduction, you will need to ask when the program started. You may be able to collect data before 1998 for existing programs and data for new programs started in 1998.

1. Paper

A. Paper Reduction

Have you put in any programs to reduce the amount of paper you use, like double-sided copying?

Note: I. A. should be used if they can't quantify individual paper reduction efforts in I.B-G. If I.A can be answered, skip I.B-G.

1. Number of reams of paper used before the program (per year, month, week) _____
2. Number of employees prior to implementing program _____
3. Number of reams of paper used after program _____
4. Number of employees after program _____
5. Number of months program existed in 1998 _____

Option: If questions 1–5 cannot be answered because 1998 records are unavailable, ask for an estimate on how many fewer reams of paper were used during one month or for the year. _____

B. Double-Sided Copying

Do you do double-sided copying?

1. Number of double-sided copies made (percent is acceptable) _____
2. Number of total images made (use counter on machine) _____
3. Total number of reams of copying paper used (year, month, or week) _____
4. Number of months program existed in 1998 _____

C. Routing Memos

Do you route memos instead of giving out individual staff copies?

1. Average number of memos (year, month, week) _____
2. Average number of sheets per memo _____
3. Average number of employees memo circulated to _____
4. Memo size (half sheet, quarter sheet) _____
5. Number of months program existed in 1998 _____

D. Paper Reuse for Notepads, Printers, Fax Machines

Do you reuse paper for notepads, printers, faxes?

A. How many reams of paper were reused per week (or month or year)? _____

E. Bulletin Board

Do you use bulletin boards to reduce the amount of paper memos that go to staff?

1. Average number of documents put on bulletin board (weekly) _____
2. Number of employees using board _____

F. Mailing List

Have you removed employee's names from mailing lists resulting in less magazines, etc. coming to you?

1. Number of publications received previously _____
2. Average weight of publications _____
3. Number of months program existed in 1998 _____

G. Paper Towel Reduction

Have you changed from paper towels to cloth roller or air dryer? _____

1. What is the new system? _____
2. How many paper towels were purchased previously (month or year)? _____
3. Number of months program existed in 1998 _____

(Did you cover the following? Corporate and internal correspondences, route slips, bulletin board, shared subscriptions, duplex copying, alternative printing changes, end-of-year file purge.)

2. Computer

A. Computer Networking:

Do you have a computer network policy for e-mailing, sharing documents, or using scratch paper in printer trays?

Note: II.A. should be used if they can't quantify individual computer networking efforts in II.B-D. If II.A. can be answered, skip II. B-D.

1. Number of sheets distributed previously _____
2. Number of sheets distributed after policy instituted _____
3. Number of months program existed in 1998 _____

Option: If questions 1–3 cannot be answered because 1998 records are unavailable, ask for an estimate on how many reams were reduced during one month or for the year _____

B. File Exchange:

Have you reduced paper by using electronic methods, such as editing on line?

1. Number of months program existed in 1998 _____
2. Estimate average number of sheets per file (use historical data or employee survey) _____
3. Average number of times the file is used _____

Example: A real estate company keeps its listings in a database file, and the company's 50 associates update the file each month. Each associate's listing is one page long, making the entire set of listings 50 pages. Formerly, each associate printed the 50-page set each month after all updates were made. With electronic viewing possible, the company stopped printing the set of listings in hard copy. To calculate paper reduction: 50 sheets per month, per associate, x 12 months = 600 sheets per year per associate. 600 sheets x 50 associates = 30,000 sheets per year. That figure divided by 200,000 sheets per ton = .15 tons of paper usage eliminated.

C. E-Mail:

Do you use e-mail to share documents so they don't have to be printed out?

1. Average number of sheets in e-mails? _____
2. Number of e-mails sent in lieu of paper messages? _____
3. Number of months program existed in 1998 _____

Note: This assumes e-mail replaced paper messages. An estimate may need to be made on the amount of paper saved.

Example: The company sends and receives 20 e-mail messages each day. The paper saved, assuming an average of one page per e-mail at 260 work days per year, would be 5,200 sheets.

D. Electronic Faxing:

Are you able to send faxes electronically?

1. Average number of pages faxed and received electronically per year _____
2. Average number of pages printed _____
3. Number of months program existed in 1998 _____

Example: A survey of one company showed that approximately 15 faxes were sent and received electronically each week, totaling approximately 42 pages. With the electronic format being used, 15 pages instead of 42 were printed.

(Did you cover the following? Computerized changes, catalogs, memos and reports on line, e-mail, electronic faxing capability.)

3. Ordering/Purchasing

A. Electronic Purchase Orders:

Are your purchase orders done electronically?

1. Average weight of purchase order in pounds _____
2. _____ Number of purchase orders per month/year _____
3. _____ Number of months program existed in 1998 _____

A. Electronic Accounts Receivable:

Can customers pay by phone or computer?

1. Average weight of materials received (includes checks, envelopes, invoices—if weights not known, record the material types) _____
2. Number of customers submitting electronic payments _____
3. Number of billing cycles per year (obtain from accounting) _____
4. Number of months program existed in 1998 _____

B. Electronic Inventory/Catalog:

Do you have a “just in time” delivery or electronic catalogs?

1. Number of sheets in catalog per year _____
2. Number of excess plus returned catalogs _____
3. Average weight of catalog _____
4. Number of months program existed in 1998 _____

C. Toner Cartridges and Typewriter Ribbons:

Do you return your toner cartridges to the manufacturer? Are typewriter ribbons reused?

1. Weight of cartridge or type of cartridge _____
2. Number of cartridges remanufactured per year _____
3. Weight of typewriter ribbon or type of ribbon _____
4. Number of ribbons remanufactured/recycled per year _____

(Did you cover the following? Inventory control, electronic data system and payments, overage and damaged goods, electronic catalogs.)

4. Packaging

A. Packaging:

Do you use shredded paper for packaging? Do you reuse Styrofoam peanuts, bubble wrap?

1. Number of packages sent (per year, month, or week) _____
2. Weight of shredded paper _____
3. Number of months program existed in 1998 _____

B. Lightweighting:

Have you changed your packaging to use less material? _____

1. Number of packaging units received/sent per year _____
2. Weight (in pounds) of package before lightweighting _____
3. Weight (in pounds) after lightweighting _____
4. Number of months program existed in 1998 _____

C. Reusable Shipping Containers:

Do you reuse shipping containers? Send them back to the supplier or reuse for packaging?

Note: If they use different types of reusable containers, repeat for each container.

1. Weight of single-use container _____
2. Number of reusable containers used per year _____
3. Estimate number of trips in life of reusable container _____

D. Reusable Supply Containers:

Have you switched to purchasing supplies such as cleaning supplies in reusable containers to reduce packaging?

1. Total number of old containers _____
2. What type and size of old container _____
3. Total number of new containers _____
4. Type and size of new container _____
5. What happens to new container? Is it sent back to the supplier? Used for other things? _____

E. Pallets:

Do you reuse or recycle pallets?

1. Do you have pallets? ☐ Yes ☐ No
2. What do you do with them? ☐ Recycle ☐ Reuse ☐ Put in organics bin
3. Number of pallets recycled _____
4. Where recycled? _____
5. Average size (or weight) of pallet _____
6. Number of pallets reused _____
7. Average number of times reused per year _____

Note: Can use average for a month and extrapolate out for the year.

(Did you cover the following? Packaging, shipping , reused corrugated cardboard, multi-use crates and/or pallets, redesigned packaging)

5. Other Materials

A. Tires:

Do you take your tires to the local tire store? _____

1. If not, what happens to the tires? _____
 2. Number of tires recycled _____
 3. Weight of recycled tires _____
- Note: May need weights for each type of tire.
4. Number of tires retreaded _____
 5. Weight of retreaded tires _____

B. Batteries:

Do you recycle batteries?

1. How many batteries are recycled? _____
2. Weight of batteries _____
3. How many batteries are reused? _____
4. Weight of batteries _____
5. Number of months program existed in 1998 _____

6. Food Service

A. Cafeteria Service Ware:

Have you switched from disposable to reusable service ware?

1. Average percent of customers that use take-out _____
(Even though switched to reusable, some single-use items still needed) _____
2. Average number of customers or employees served each day _____
3. Number of days cafeteria is open each year _____

Note: You don't need to capture weights. Default 0.0372 pounds for each single-use setting per customer.

B. Food Donation:

Do you donate leftover food to charities or food redistribution centers?

1. Where does the food go? _____
2. Average weekly weight of donated food in pounds _____

C. Food Reuse:

Do you reuse food, such as rotating food into a salad bar?

1. How much food is reused? _____

(Did you cover the following? Bulk foodstuff, food banks, grease traps, garbage disposal, towels, gloves, tray-liners, napkin dispensers, dishware. Employee Lunchroom: employee collects cans, cafeteria has reusables. Restrooms: hand dryers, oversized rolls.)

7. Donation/Reuse

A. Office Supply Reuse:

Do you reuse office supplies?

Note: Repeat this information for each different office supply.

1. How many of each type are reused? _____
2. How many times is each item reused? _____

Note: Use default table for weights if applicable.

B. Office Supply Donated:

Do you donate or sell items such as computers, desks, office supplies?

1. Quantity of each type of item that was donated or sold _____
(Optional Question: What percentage of your purchases is replacing items that were sold or given away? _____)
2. What is the weight of each item (use default table)? _____

C. Uniforms/Linens Donated:

Do you give away old employee uniforms? Or other items such as blankets or sheets? _____

1. Average number of uniforms or materials donated in 1998 _____
2. Weight of uniforms _____

D. Repair Items:

Do you repair or put back into use items such as TVs, furniture?

1. How many items were repaired in 1998? _____
2. Weight of items _____

8. Landscape

A. Landscape:

Do you grasscycle (leave the clippings on the lawn), xeriscape, compost, or mulch?

1. What is the square footage of turf/lawn area that is grasscycled? _____
2. What is the square footage of turf/lawn area that is xeriscaped? _____
3. Do you collect leaves and other landscape materials and compost or recycle them? _____
Quantity _____

9. Other

Are there any other materials that you have been able to keep out of the trash?

1. Fluorescent lights
2. Cloth towels
3. Lost and found items are donated.
4. Bulk cleaning supplies
5. Rags
6. Trash liners
7. Oil
8. Brakes
9. Reusable air filters
10. Maintenance and equipment repair items
11. Construction and demolition salvaging

Note any follow-up assistance to be provided to the business:

That concludes our questions! We want to thank you for your time today. May we get a business card for our files, and in case we have any follow-up questions, may we give you a call? If you have any questions or additional ideas, please give _____ (waste management coordinator's name) a call at _____.

Give appropriate technical assistance materials!